

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : SEOUL

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	431	12.66	27.00	1.46
FROM TERRITORIES :	481	11.33	18.75	1.09
B.VISITS TO CLIENTS IN TERRITORY :	123	8.33	4.50	0.43
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	2	1.66	0.25	0.06
MISSIONS :	15	12.33	12.25	0.86
CONFERENCE SEMINARS :	8	4.00	4.50	0.30
OTHER :	8	3.00	2.50	0.19
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	3.00	1.50	0.15
POST INITIATED :	19	7.00	2.50	0.31
E.COMMUNICATIONS ACTIVITIES :	12	1.66	0.25	0.06
F.INVESTMENT ENQUIRIES FROM CANADA :	16	1.00	1.25	0.08
FROM TERRITORIES :	30	2.66	1.25	0.13
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	9	0.33	0.50	0.03
CONNECTIONS ARRANGED :	1	0.00	0.25	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		6.66	2.00	0.28
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	35	0.33	3.50	0.15
HOST GOVERNMENT :	48	1.33	3.75	0.19
OTHER DEPARTMENT :	33	1.33	3.75	0.19
PROVINCES/MUNICIPALITIES :	47	3.00	3.25	0.22
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	4.25	0.38
LEAVE, PROFESSIONAL DEVELOP :		7.66	1.75	0.30
K.SERVICE TO OTHER MISSION PROGRAMS :		3.66	0.50	0.13
***** TOTALS *****		99.93	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 134
FROM TERRIT : 265

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 26

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 4